

3/5/03

Document 1

**CHECKLIST OF CRITICAL ISSUES FOR PARTICIPATION IN
CATS ONLINE ASSESSMENT**

Participation in the CATS Online Assessment requires that all staff and students have addressed the preparation and procedural issues that maximize chances for success. This is not a one-time event but a progressive set of steps that requires time and commitment from all involved. Anytime a district, school, teacher or student is faced with CATS assessment and use of accommodations, much attention has to be given to roles and responsibilities. The same is true for inclusion in the CATS Online. Lack of staff or student preparation and/or support will result in this accommodation not working as intended. It is essential that all related district and school staff thoroughly read and consider all the information provided in the support topics.

The following is a quick list of critical issues that **MUST** be addressed before a district or school considers their staff and students participating in CATS Online: If you cannot reply “YES” to all of these items by assessment time, you will need to seriously consider if you and or your students are sufficiently prepared for use of the online assessment accommodation. For help with these questions, send email to catsol@kde.state.ky.us

- 1) Can you verify and document that all participating students meet the eligibility requirements for the CATS Online Assessment accommodation? (See What is the CATS Online Assessment?).
- 2) Are teachers available at all times to support and supervise their students during the online assessment?
- 3) Have the student computer workstation assignments for the online assessment been finalized and has the software been loaded and tested on these workstations for compatibility and student preferences? Supported software includes: Read and Write (5, 6 or Gold), JAWS 3.7, eReader 2.0, and ZoomText. (Macintosh platform is not supported for 2003 due to compatibility issues yet to be resolved.)
- 4) Is Internet Explorer 5.0 or later the only browser being used by students accessing the CATS Online Assessment?
- 5) Will your District Technology Coordinator (DTC) or Chief Information Officer (CIO) be 100% available to district/schools during all times students will be utilizing the CATS Online Assessment specifically for the purpose of assisting with the CATS Online Assessment?
- 6) Will the School Technology Coordinator (STC) or (an) equivalent technology specialist(s) familiar with the computers and technology being used by students to access the CATS Online Assessment be 100% available at the school during all times students will be utilizing the CATS Online Assessment?
- 7) If a catastrophic event (network connection lost, computer dies, power goes off, etc) occurs while students are utilizing the CATS Online Assessment, will there be adequate human readers, or audiotape alternative, available and prepared to assist these students in completing their CATS assessments in a more traditional manner (paper and pencil)? Recommended: if connection cannot be restored

within 30 minutes, and definitely not more than 60 minutes, then offline test format should be used.

- 8) Will all staff and students accessing the CATS Online Assessment be using computers and assistive technology they are completely comfortable with and have been using as part of their regular instruction?
- 9) Have all computers been tested with staff and students by accessing the CATS Online Assessment practice area and successfully completing a representative sample of questions?
- 10) Have staff been prepared and time set aside for printing of student multiple choice responses and transcribing or verifying (for consistency with online printout) their answers on the Student Response Booklets?
- 11) Have qualified staff been identified to follow the steps in the CATS Online Assessment Workstation Daily Cleanup Guide?